

**UNIVERSITY OF HOUSTON
DEAN OF STUDENTS OFFICE**



Dean of Students Office

**SFAC BASE AUGMENTATION REQUEST
FISCAL YEAR 2010**

Submitted by:
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Dean of Students Office FY 10 Base Augmentation Request

Judicial Affairs Coordinator \$58,233

The Dean of Students Office is the unit responsible for maintaining and enforcing the University of Houston Disciplinary Policies and Procedures. These University policies define the behavioral expectations for all students attending UH and are applied within a philosophy of “educational/developmental discipline.” Students who are accused of violating these behavioral expectations are provided due process as described in the Disciplinary Policies and Procedures and are given, at a minimum, notice of the allegations made against them and an opportunity to be heard. The accused student may choose an administrative hearing with the Assistant Dean of Students for judicial affairs or a hearing before the University Hearing Board. Students found in violation of the UH Disciplinary Policies and Procedures are issued sanctions which range from a reprimand to expulsion from the University. Students involved in the process are also afforded an opportunity to appeal the original sanction(s) to the Dean of Students.

The major responsibility for administering the student judicial process is assigned to one Assistant Dean of Students in the Dean of Students Office. Although the time dedicated to each disciplinary referral may vary due to the complexity of the situation, the average minimum time dedicated to a simple case is approximately two hours. More complex cases may take a significantly greater commitment (e.g. hazing, sexual assault, assault, theft, etc.) and may dominate the Assistant Dean’s attention over a period of several weeks.

It is important to note that staffing dedicated to the disciplinary function at UH has remained constant at one full time equivalent staff person since the inception of the Dean of Students Office in 1983. Although staffing has not increased in this 24 year period, the overall enrollment has increased from under 28,000 students to over 36,000 students, students living on campus has doubled to over 4,400 student residents, and referrals have increased from less than 100 to over 400 student disciplinary referrals per year. In addition, the complexity of administering the disciplinary function has increased exponentially with the increased enrollment of students with psychological issues and the heightened sensitivity to troubled students in the wake of tragic events at Virginia Tech and other colleges and universities.

The net result of the issues laid out in the paragraphs above is that the Dean of Students Office is significantly understaffed in the student judicial area and, in order to keep up with the increased case load and effectively administer the educational/developmental process, additional staffing is required. To this end, the Dean of Students Office respectfully requests that the Student Fees Advisory Committee recommend FY10 base funding for a 1.0 FTE Judicial Affairs Coordinator to supplement the efforts of the Assistant Dean of Students assigned to administering the judicial function.

Funding for the proposed Judicial Affairs Coordinator is as follows:

1.0 FTE staff position at grade 69

Annual salary	43,000	(1 st quartile = \$41,017.60)
Benefits	12,040	(.28 of annual salary)
Admin. charge	3,193	(.053 of \$55,040)
Total	\$58,233	

*** This proposed position has not yet been slotted by the Human Resources Department nor has the position been administratively approved via the Office of the Vice President for Student Affairs.**